

# Tagging Ontario's wells



Ontario Well Tag

ABC 1234

Protect Your Well  
Regulation 903

*Protecting our environment.*



Ontario

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# Tagging

## Ontario's Wells

As of August 1, 2003, anyone who constructs a new cased well in Ontario (except for oil and gas wells) must affix a permanent stainless steel identification tag, issued by the Ministry of the Environment. The sturdy and distinctive well tag, about the size of a credit card, displays the well's alpha-numeric identifying code. The well tags will help both local and provincial officials monitor water quality and respond quickly to any potential problems.

The tagging requirements are part of Regulation 903 (RRO 1990, Regulation 903 Amended to Regulation 372/07 "Wells") made under the Ontario Water Resources Act. This brochure tells you how to obtain a tag and attach it to a well. It also explains the procedures to be followed when working on or decommissioning a well that is already fitted with a well tag. Sources of more information are listed on page 14.

# Where

## can I get a well tag?

You can request well tags from the Water Well Help Desk at the Ontario Ministry of the Environment. This is the same office that supplies the blank well record forms that must be completed for new or altered wells, including abandonment.

Well tags and well record forms can be obtained by contacting the:

### **Water Well Help Desk**

### **Ministry of the Environment**

125 Resources Road

Toronto, Ontario, M9P 3V6

Tel: **1-888-396-9355**

(Toll-Free in Ontario, follow prompts 1, 4)

Fax: 416-235-5960

Email: [helpdesk@waterwellontario.ca](mailto:helpdesk@waterwellontario.ca)

# Where do I attach the well tag?

If you are constructing a new cased well, the tag must be securely and permanently attached to the well casing or, in certain circumstances, lagged (bolted) into concrete, depending on the kind and configuration of the well. Well tags must be affixed before the construction of a well is completed.

If the well tag is attached to the outside of the casing, it must be clearly visible. It must also be placed out of the way of the well cap and other equipment.

If the casing does not extend above ground level or the pump position does not allow the tag to be attached to the casing, the tag must be set or lagged into the concrete slab, where one exists.

A well cluster, restricted to test holes or dewatering wells, only requires that a single tag be affixed to the deepest well in the cluster.

Consult Regulation 903 for the definition of a well cluster.

**CAUTION:** It is not acceptable to place the well tag in wet concrete without adding permanent fastening.

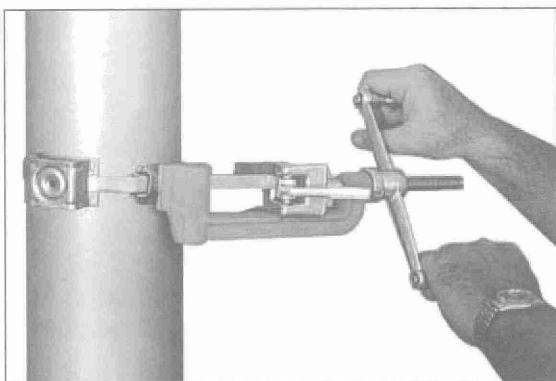
# How do I

## attach the well tag to the casing?

The tag must be permanently attached to the well casing, preferably with a stainless steel strap.\* If strapping is not feasible, the tag may be tac welded into place. Strapping and welding rods made of stainless steel are essential to prevent corrosion. If the casing is covered by a pump, the tag may be set into the concrete slab.

If using a strap, slot the strap through the holes in the tag, then wrap the strap around the casing and crimp it tight with a strapping tool. If tac welding, weld the four corners of the tag to the casing using stainless steel welding rods.

Do not drill holes into the well casing as this would violate the casing integrity.



\* The recommended type of strapping is that used to fasten traffic signs to utility poles. Common specifications are as follows: Tensile strength of 850 lbs., grade 200/300 stainless steel, 0.51 mm thick and 12.7 mm wide.

Under the Wells Regulation (Reg. 903), the casings for most new water supply wells must extend at least 40 cm (or about 16 inches) above ground level.

## WELL SCENARIO ≈1≈

*The casing of the well sticks up and the pump is NOT positioned over the casing.*

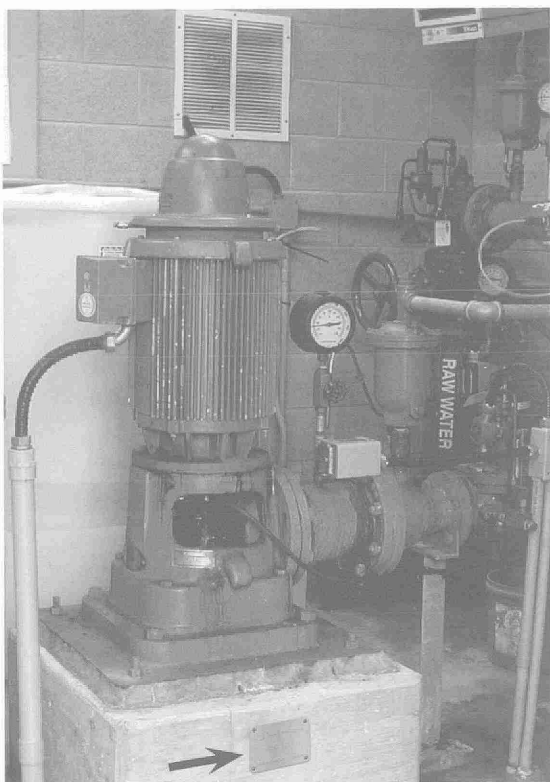


This scenario would include wells with a submersible jet pump, suction pump or similar pump. Clamp the tag around the casing with a stainless steel strap or, if strapping is not possible, tac weld it into place with stainless steel rods.



## WELL SCENARIO ≈2≈

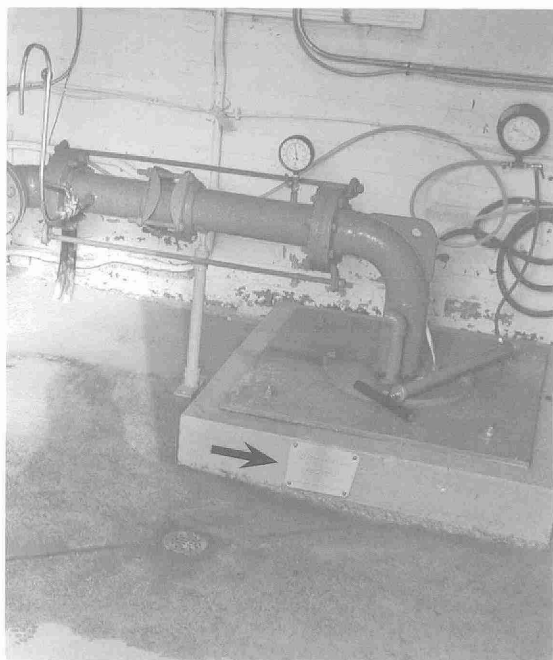
*The casing sticks up and the pump is located directly over the casing.*



This scenario would include wells with a vertical turbine pump, hand pump or other type of pump positioned directly over the casing. Set or lag the well tag into the concrete well slab as close to the casing as possible, while ensuring the tag remains visible and protected from undue wear and tear.

## WELL SCENARIO ≈3≈

*The pump and casing are located in a pump house.*



The presence of a well house does not affect the placement of the well tag. The tag location depends on whether the pump is positioned directly over or offset from the casing. Follow the directions in Well Scenario #1 or #2, whichever is appropriate. In addition, the well owner is encouraged to post a sign on the outside of the pump house, either next to the door or on the door, indicating the well tag number.

## WELL SCENARIO ≈4≈

*The well has no pump.*

*This scenario would include monitoring wells and some test holes.*

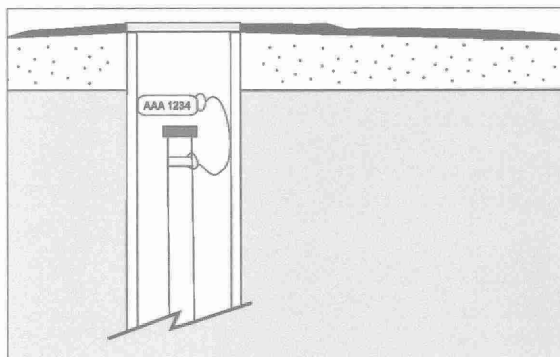
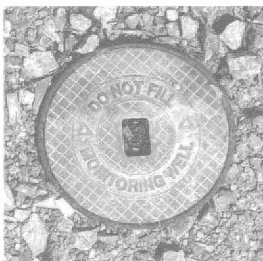


Clamp the tag around the outer casing with a stainless steel strap or, if strapping is not possible, tac weld it into place with stainless steel rods.

Under Regulation 903, the standards for certain types of non-water supply wells may not require that the casing extend 40 cm above ground level.

## WELL SCENARIO ≈5≈

*The casing is completely below finished grade and fitted with a flush mounted well cover.*



For test holes and dewatering wells in traffic areas, one method is to attach the tag to the casing using two sections of stainless steel strapping. Loop the sections of strapping together. Attach the well tag to one section, and affix the other section to the casing. Other methods consistent with the other scenarios may be used.

# **If you are** working on a well that already has a well tag...

... you must safeguard the tag throughout the work and ensure that it is securely attached to the well casing, slab and/or building. If necessary, the well tag may be removed in order to perform the work. However, it must be permanently reattached before the job is finished.

If the well tag is broken, defaced, illegible or otherwise unusable, the person working on the well must remove the tag, discard it and obtain a replacement tag from the Ministry. The replacement tag must be reattached as described in this pamphlet and a well record submitted to the Ministry indicating the old and new well tag numbers.

After the work on a tagged well is complete, the well owner is responsible for maintaining both the well and the well tag in a neat and sanitary condition.

# When abandoning a well with a well tag

...a well record for abandonment must be completed and submitted to the Ministry whether the well was tagged or not.

... if the well was tagged, the tag number must also be recorded on the well record for the abandoned well.

... remove the well tag from the well casing and return it to the Ministry within 30 days after the date on which the well construction equipment is removed from the site.

# It is an offence

to misuse, deface or  
remove a well tag  
except in accordance  
with the regulation

*The Ontario Water Resources Act and Wells Regulation 903 govern the construction, tagging, maintenance and decommissioning of all types of wells, including private, communal, municipal, industrial and commercial wells. The Regulation also sets the conditions and requirements which have to be met by licensees and applicants for well contractor and/or well technician licence, and assistant well technician's identification card including responsibilities of private well owners. It is an offence under Regulation 903 to:*

- ▶ use a well tag for any purpose other than that set out in the regulation;
- ▶ deface, alter, conceal or obstruct a well tag;  
or
- ▶ Remove a well tag from a well, except to:
  1. replace an unusable well tag,
  2. safeguard it during any work on the well (provided it is reaffixed),  
or
  3. abandon the well and place the well tag in the sealing material

# Where can I get more information?

Detailed information on the well tag program and other requirements of Regulation 903 is available for well contractors, technicians and owners on the Ministry's website at **[www.ontario.ca/environment](http://www.ontario.ca/environment)**

or by calling the Water Well Help Desk at **1-888-396-9355**

(toll-free in Ontario, follow prompts 1, 4).

If you require a copy of Regulation 903 or the Ontario Water Resources Act, please contact the MOE Public Information Centre at **416-325-4000** (in Toronto) or toll-free at **1-800-565-4923** or visit **[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)**



# Notes

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# Notes



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